



CALIFORNIA EXPOSITION & STATE FAIR DUTY STATEMENT

EMPLOYEE ACKNOWLEDGEMENT

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.

EMPLOYEE NAME:	EMPLOYEE SIGNATURE:	DATE:	
CLASSIFICATION:	POSITION #:	UNIT #:	CBID:
State Fair Worker, Casual Employment (Tram Driver)		250	

SUPERVISOR ACKNOWLEDGEMENT

BY SIGNING BELOW, I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION.

SUPERVISOR NAME:	CLASSIFICATION:
Kyle Brown	Staff Services Manager II
SUPERVISOR SIGNATURE:	DATE:
	____/____/____

POSITION INFORMATION

MISSION OF SECTION:

The California Exposition & State Fair Expo Events/Operations Department exists to support the overall mission of Cal Expo to create a State Fair experience reflecting California including its industries, agriculture and diversity of its people, traditions and trends shaping its future, supported by year-round events.

CONCEPT OF POSITION:

Drives a multi-passenger vehicle transporting guests between the admission gates and the parking lots. Takes responsibility for the safe operation of assigned bus/trolley. Responds to questions about State Fair activities and locations. Interacts with all levels of staff and the public.

SPECIAL POSITION REQUIREMENT/WORKING CONDITIONS (IF ANY):

- | | |
|---|---|
| <input type="checkbox"/> DESIGNATED UNDER CONFLICT OF INTEREST CODE | <input checked="" type="checkbox"/> MAY REQUIRE ANNUAL MEDICAL EVALUATION |
| <input type="checkbox"/> REQUIRED TO CARRY A BLACKBERRY/IPHONE | <input type="checkbox"/> MAY REQUIRE DRUG TESTING |
| <input checked="" type="checkbox"/> CA DRIVER'S LICENSE, CLASS – LIST TYPE(S): | <input checked="" type="checkbox"/> BACKGROUND CHECK/FINGERPRINT CLEARANCE |
| <input type="checkbox"/> PARTICIPATION IN DMV PULL NOTICE PROGRAM | <input checked="" type="checkbox"/> OPERATES HEAVY MOTORIZED VEHICLES |
| <input type="checkbox"/> REQUIRES REPETITIVE MOVEMENT OF HEAVY OBJECTS | <input type="checkbox"/> WORKS AT ELEVATED HEIGHTS |
| <input checked="" type="checkbox"/> WORKS NEAR FAST MOVING MACHINERY OR TRAFFIC | <input checked="" type="checkbox"/> PROLONGED PERIODS OF (CHECK ALL THAT APPLY): |
| <input checked="" type="checkbox"/> PERIODIC OVERTIME | <input checked="" type="checkbox"/> SITTING <input type="checkbox"/> STANDING <input type="checkbox"/> KNEELING <input type="checkbox"/> BENDING <input type="checkbox"/> LIFTING |
| <input type="checkbox"/> MAY BE REQUIRED TO RESPOND AFTER WORK HOURS | <input type="checkbox"/> OTHER (ATTACH EXPLANATION) |
| <input type="checkbox"/> PERFORMS OTHER DUTIES REQUIRING HIGH PHYSICAL DEMAND | |

(REQUIRES MOVING AND SET UP OF POP-UP TENTS, LIFTING OF HEAVY BOXES, HANGING BANNERS)

SUPERVISION EXERCISED (CHECK ONE):

☐ NONE

☐ SUPERVISOR

☐ LEAD
PERSON

☐ TEAM LEADER

FOR SUPERVISORY POSITIONS ONLY, INDICATE THE POSITION NUMBER(S) THAT THIS POSITION DIRECTLY SUPERVISES:

OF POSITIONS:

CLASS CODES:

CLASSIFICATIONS:

FOR LEAD PERSONS OR TEAM LEADERS ONLY, INDICATE THE POSITION NUMBER(S) THAT THIS POSITION LEADS:

OF POSITIONS:

CLASS CODES:

CLASSIFICATIONS:

RESPONSIBILITIES OF POSITION

ESSENTIAL FUNCTIONS:

60%

Drives a multi-passenger vehicle transporting guests between the admissions gates and the parking lots. Safely drives a prearranged route.

25%

Inspects buses prior to operation to determine if assigned bus is in good condition and safe for passengers. Takes appropriate action to report safety concerns to a lead person or supervisor.

10%

Responds to guest questions; gives directions and provides excellent customer service. Interacts with all levels of staff and the public.

MARGINAL FUNCTIONS:

5%

Fuels buses at a CNG Station.

WORK ENVIRONMENT
REQUIREMENTS:

May be exposed to extreme weather temperatures, airborne dust, car fumes, vapors, chemicals, animal waste, medical waste, and blood-borne pathogens. Positions are outdoors and amongst vehicular traffic. Requires extended periods of standing, kneeling, bending, sitting, walking, and may perform physical activities.

DESIRABLE QUALIFICATIONS	
(E.G., INTERPERSONAL SKILLS, PROFESSIONAL CERTIFICATION OR LICENSE, GENERAL OR SPECIALIZED KNOWLEDGE IN THE FIELD, ETC.)	
<ul style="list-style-type: none">• Possess driver license with passenger endorsement• Possess current medical clearance• Possess prior Bus Driving Experience• Provide excellent customer service• Ability to learn requirements of and perform duties based on training and instructions• Ability to exhibit tact and diplomacy and be considerate of others• Project a positive attitude; be friendly and welcoming• Recognize safety concerns and reports to a supervisor for resolution• Communicate effectively with supervisor, coworkers, and Guests• Ability to work in a fast-paced environment; is flexible to changing priorities• Work well under pressure and during busy periods• Demonstrate exceptional attendance, punctuality, dependability• Ability and willingness to work weekends and irregular shifts	